Tracking Assistance for the Legal Office Network
TALON Release 7.3.0

Functional Requirements Document

Version 03 — 07 December 2004

Executive Office of United States Attorneys
Office of the Chief Information Officer
Case Management Staff

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Change History

Description	Version	Date	Author
Initial draft.	1	11.16.04	R. Price
Edited 2951 (typo - **“us** less than” should be “**is** less than”), 2957.3 – clarified, 3022.1.7 is the same as 3022.1.6. 3022.1.7 dropped. 3022.1.7 and 3022.1.8 - clarified.	2	11.23.04	R. Price
Electronic Fed Wire Requirements revised.	3	12.07.04	R. Price

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1 Introduction

The purpose of the Functional Requirements Document (FRD) is to define the detailed requirements for each of the high-level System Change Requests (SCRs) identified and approved in the System Boundary Document (SBD). The FRD enumerates each of the requirements in a hierarchical format which lends itself to each of the phases of the full system life cycle. This structure makes it possible to trace each requirement from its inception in this document, through design and development, through testing and ultimately through implementation.

The SBD is a compact with the various stakeholders at an executive management level and is intended to define the high-level boundary of the project. By contrast, the FRD is an agreement between the users of the system—who *define* the requirements—and the development team—who *implement* the requirements. The FRD defines the details of the agreement and provides a basis upon which to determine the successful completion of the project. All subsequent stages of the project are wholly dependent upon the contents of this document.

1.1 Project Description

Release 7.3.0 of the TALON system incorporates several significant, critical enhancements identified by the users. This release will build upon existing functionality in version 7.2.0. Any unidentified requirements required in order to meet the SCRs as defined in the SBD, will be added to this document and traced back to the source SCR. Any unidentified requirements un-related to the SCRs will be contemplated as Change Requests and will be reviewed as a part of the Change Control process. In the event a Change Request is approved, it will be added to the FRD.

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1.3 References

1.3.1 TALON Release 7.3.0 System Boundary Document
1.3.2 TALON Version 7.2.0 (Application)
1.3.3 TALON Version 7.2.0 System Design Document
1.3.4 TALON Version 7.2.0 Version Control Document

2 Functional Requirements

2940 All Priority Reports shall have the Technician and most current non-tickle Event Code.

1. Priority Code Report Sorted by Priority Code, Debtor Name
2. Priority Code Report Sorted by Debtor Name
3. Priority Code Report Sorted by Review Date, Debtor Name

2941 Event Forms Event Sort.

The Events screens shall be modified to sort events by Event Date, then Event ID so that multi-line events appear in the order they are entered. The most recent event shall display last.

1. Update General Form
2. Add/Update/Delete Event Form
3. Financial Transactions Form
4. Close A Record Form

2942 APP BOP - Mismatched Names.

The Automatic Payment Posting program shall be modified to emphasize with two (2) asterisks successfully matched BOP payments with mismatched names on the Automatic Payment Posting report.

2943 Blank Debtor Name.

The Add/Update/Delete an Event (2b.) screen shall be modified to eliminate the appearance of a blank debtor name when the paralegal/technician uses the TAB or ENTER key to select a liability from the Records Search screen.

2944 BOP Deposit Number.

The Automatic Payment Posting program shall be modified to insert the BOP Deposit Number in a new field in TA_FINANCE for all payments posted. The BOP Deposit number shall be added to the Payment/Bid Back screen, and the Payment History - Single Case Report (3g.).

2945 BOP Receipt Number.

The application shall allow the paralegal/technician to enter a BOP Receipt Number (one per load file) then insert that number into the Check Number field for all BOP payments posted by the APP for that load file. The BOP Receipt Number is optional, but warn the paralegal/technician that they are not providing a value for BOP Receipt Number.

2946 CFS-1.

The Automatic Payment Posting (APP) program shall be modified to identify Fund Codes from CFS-1 courts. The CFS-1 format shall be added to the APP format tables for the appropriate districts. Fund codes shall be identified for CFS-1 format. The TALON application of payment shall match against the following fund codes:

109900	Penalties, Criminal Costs
504100	Special Assessment, Fine
685XX	Restitution.

The Automatic Payment Posting (APP) program shall also be modified to integrate Agency Program Code. Agency Program Code shall be added to its loadable fields, and to the APP Results report. A check-off item shall be created in the “Mismatched Codes” category if the Fund Code does not match the TALON application of the payment, or the agency program code loaded from the file does not match the TALON application of the payment. “Payment generates overpayment” shall no longer be a failure criteria, but a success reason.

2948 Compute Interest Screen.

The application shall display the current Interest Rate on the Compute Interest screen and the post payment screen.

2950 Deletion of System Events.

The application shall not allow the deletion of the ‘IMPO’, ‘RVPR’, ‘DDST’, ‘INRC’, and ‘REOP’ events on any case and the ‘DD%’ event on the criminal cases (Bond Forfeitures are treated as a civil case).

1. Update General Form
2. Add/Update/Delete Event Form

2951 DOC_CODE and ACTIVITY fields.

The application shall allow the paralegal/technician to update the Doc_Code field for all the events. The paralegal/technician shall also be allowed to update the Activity field for all events if the Event Date is less than the system date and the current activity is ‘TK’.

1. Update General Form
2. Add/Update/Delete Event Form

2952 Electronic Fund Form.

2952.1 Under TALON Option 4L. Deposit Ticket, there shall be two options that will enable the creation and monitoring of FedWire Instruction Forms sent to the TALON debtors requesting a transfer of funds electronically.

2952.2 The first option shall enable the creation of a FedWire Instruction Form. The following fields are required.

- – EFT Number - Not accessible to the user. Contains the current EFT Number.
- – Last Name - Required field.
- – First Name - Not required.
- – Wire Amount - Required field.
- – USAO Number - Optional field. Can be LIONS USAO Number.
- – USAO Seq - Optional field. Can be LIONS SEQ Number.
- – Point of Contact - Required field.
- – POC Phone Number - Required field.

2952.2.1 Upon saving the data, the FedWire Instruction Form shall print for the new record and the EFT Number shall increment.

2952.3 The second option shall be to provide an EFT screen to review FedWire Instruction Forms. This view screen shall display the following fields.

- – FedWire Instruction Form Date.
- – EFT Number.
- – Wire Amount.
- – Last Name.
- – First Name.
- – USAO Number.
- – USAO Seq.
- – EFT Status - Can be updated from P to C and vice versa.

2952.4 The EFT number shall be generated by the system. The EFT Number shall be in the format of district code/last two digits of fiscal year/EFT sequence (i.e. IAN/04/E01).

2952.5 System shall capture the system date and the user login name as the modification date and user who modified the EFT status when the EFT status is changed from pending to cancelled. A note shall be recorded "EFT cancelled on *(date)* by *(user login name)*."

2952.6 System shall capture the system date and the user login name as the modification date and user who modified the EFT status when the EFT status is changed from cancelled to pending. A note shall be recorded "EFT activated on *(date)* by *(user login name)*."

2952.7 A selection list shall be provided with EFT Numbers (EFT Numbers will be stored in the check number field). The selection list will be limited to pending FedWire Instruction Forms. The FLU personnel can select from the EFT Numbers list, enter the EFT Number (validate against pending FedWire Instruction Forms) or leave the EFT Number blank.

2952.8 System shall capture the system date and the user login name as the modification date and user who modified the EFT status when an EFT payment has been received. A note shall be recorded

“Payment posted on *(date)* by *(user login name)*.”

2952.9 System shall capture the system date and the user login name as the modification date and user who modified the EFT status as pending when an EFT payment has been inactivated. A note shall be recorded “Payment inactivated on *(date)* by *(user login name)*.”

2953 Failed Payment Screen.

A screen shall be developed that shall allow the paralegal/technician to review failed automatic payments, modify the necessary data, and attempt to re-post the payment. A menu option shall be created for failed payment posting. The selection of prior sessions with outstanding failed payment check-off items shall be allowed when the form is accessed by menu selection. The paralegal/technician shall be prompted "Do you want to post failed payments at this time?" For each failed payment, the original data from the load file shall be displayed. A list of values shall be made available for each qualifying failed payment which displays a list of USAO numbers and debtor matches for selection. The paralegal/technician shall be prompted "Post Payment?" Saving the changes shall post all checked payments.

Failure Reasons

1. Couldn't Match A Debt.
2. Match To Multiple Debts.
3. Couldn't Match To Debtor.

2955 Judgment Report - Enforcement Activity.

2955.1 A new report "Enforcement Activities Report" shall be created under the TALON Option 5G – Judgment Reports and a 4th option shall be created to run this report.

2955.2 This report shall display the Pre-Judgment and Post-Judgment cases on separate pages.

2955.3 The report shall display the following fields: Enforcement Activity (Enforcement Event), Debtor Name, USAO Number/Sequence, Technician, Judgment Date, Renewal Date, Current Liability Balance. The report shall be grouped by Enforcement Events and shall be sorted by Debtor Name, USAO Number/Sequence, Technician.

2955.4 The paralegal/technician shall be allowed to run this report for Enforcement Event
Date range.

2955.5 The paralegal/technician shall be be allowed to run this report for a specific Enforcement Event or ALL Enforcement Events.

2955.6 This report shall break on Enforcement Event.

2955.7 Report shall display each Enforcement Event on a separate page.

2955.8 Report shall display the Total Number of records and the current balance for each Enforcement Event.

2956 Liability Screen Navigation.

The Liability screen shall be modified to enable successful navigation whether using the mouse click, TAB, or Enter.

1. On a Civil Case in Open Record, Add a Debt, or Add Another Debtor in Update General, the navigation on the Liability screen shall be modified so the paralegal/technician can use the TAB key on the Surcharge field to navigate to the next screen.
2. On a Criminal Case in Open Record, Add a Debt, or Add Another Debtor in Update General, the navigation on the Liability screen shall be modified so the paralegal/technician can use the TAB key on the Special Assessment field to navigate to the next screen.
3. On a Civil Case in Update General, the navigation on the Liability screen shall be modified so the paralegal/technician can use the TAB key on the Note field to navigate to the next screen.
4. On a Criminal Case in Update General, the navigation on the Liability screen shall be modified so the paralegal/technician can use the TAB key on the Note field to navigate to the next screen.
5. On a Criminal Case in Update General, where the Fine Agency Program Code can be updated (either the Fine or Fine Interest is greater than 0), the navigation on the Liability screen shall be modified so the paralegal/technician can use the TAB key on the Fine Agency Program Code field to navigate to the next screen.

2957 Next Review Date.

2957.1 When a new Liability is created in Open Record, Add a Debt, or Update General, the Next Review Date and the RVPR Tickle Date shall be defaulted to the following business rules:

2957.1.2 Priority Code 01 (liability balance of $1,000,000 or more) - Review Date 1 year from the system date.

2957.1.3 Priority Code 02 (liability balance of $100,000 to $999,999) – Review Date 3 years from the system date.

2957.1.4 Priority Code 03 (liability balance $10,000 to $99,999 for all Collect Types; or if the Collect Type is 6B, 6E, 6F and the balance is less than $10,000) – Review Date 4 years from the system date.

2957.1.5 Priority Code 04 (liability balance less than $10,000 for all Collect Types except 6B, 6E, 6F) - Review Date 5 years from the system date default, editable.

2957.2 On the Priority Suspense screen, when the Priority Note is entered, the system shall default the Next Review Date according to the following business rules:

2957.2.1 Priority Code 01 Review Date 1 year from the system date.

2957.2.2 Priority Code 02 Review Date 3 years from the system date.

2957.2.3 Priority Code 03 Review Date 4 years from the system date.

2957.2.4 Priority Code 04 Review Date 5 years from the system date default, editable.

2957.3 When the Priority Note is entered, the system shall allow the paralegal/technician to modify the Next Review Date. The Next Review Date entered can not be greater than the defaulted date for Priority 01, 02, and 03. Priority 04 can be less than or greater than the system default.

2957.4 When the Priority Note is entered, the RVPR Tickle Event shall be created with the Event Date of the Next Review Date.

2958 A New Priority Report.

1. An additional priority report shall be created that lists all debts without a priority code in the record for a dollar amount range, sorted by dollar amount descending, then debtor name.
2. An additional priority report shall be created that lists all debts without a priority code in the record for a technician or all technicians and dollar amount range, sorted by technician, dollar amount descending, then debtor name.
3. An additional priority report shall be created that lists all debts without a priority code in the record for a technician or all technicians and dollar amount range, sorted by technician, then debtor name.

2963 Remove Shifted Check-Off Item.

Remove the "Shifted Money from COA/Agency/APC" check-off item type and from the check-off item pull-down on the Check-off Items form. Existing open debts shall have this item checked off and a system note generated.

2964 Sort APP Report By Debtor Name.

The Automatic Payments Posted (APP) report shall sort by Debtor Name. This is Option A – Automatic Payment Posted of the Option D- Run Reports of the Automatic Payment Drop Down Menu of TALON application.

2965 TOP Work Flow.

2965.1 Allow paralegal/technician to automatically add a liability to TOP.

2965.1.1 Create new column to designate whether liability should automatically be sent to TOP after asking the paralegal/technician whether they want to create a TOPN/ST event, ask if they want to automatically add to TOP after 60 days (if answer is yes to TOPN/ST event). If answer is yes, set the TOP_AUTO flag to Y. (TOPA/CM event shall be created in Post170 processing, if this flag is set. If this flag is not set, the REVW/TK event shall be created.) The default answer to automatically send liability to TOP shall be stored in ta_system_params for each district.

2965.2 The TOP indicators and dates shall appear on the Debtor Screen as follows:

TOP Notice [ndate]
TOP Active [a][adate]
Bankruptcy [b][bdate]

2965.2.1 The above fields shall be added to the Debtor block of Update General (cz_scr1).

2965.2.1.1 [ndate] shall display only and will be the date of the last TOPN/ST event

2965.2.1.2 [a] shall be a checkbox.

If any debt element of this liability is in TOP, this box shall be checked and [adate] shall be displayed only and shall be the date the first debt element was sent to TOP.

2965.2.1.3 [b] shall be a checkbox.
If TOP has been notified that debtor is in bankruptcy (denoted by a TOPB/RV event), this box shall be checked. There must not be a TOPB/CP event after the TOPB/RV event for box to be checked.
[bdate] shall be displayed only and will be the date TOP was notified that debtor of this debt is in bankruptcy. This shall be the date of the TOPB/RV event.

2965.3 Post 170 Processing will change.

2965.3.1 A TOPA/CM event with date equal to new notice date + 60 days instead of tickle event shall be created.

2965.3.1.1 Post170.sql shall be modified. TOPA/CM event shall be created instead of REVW/TK event.

2965.3.1.2 Post170.sql shall be modified to add footer to second report.

2965.3.1.2.1 A footer shall be added to the end of report - "The debts listed above will automatically be added to TOP, unless you deselect the TOP indicator prior to [DATE]." where [DATE] is the new notice date.

2965.4 The paralegal/technician shall be able to add/remove a liability to/from TOP from the Debtor Screen by clicking on/off the TOP Active indicator.

2965.4.1 The liability shall be added to TOP if user checks TOP Active indicator.

2965.4.2 If no debt element of this liability is in TOP and there is no TOPN/ST event, an error message shall display stating there is no TOPN/ST event.

2965.4.3 If no debt element of this liability is in TOP and there is a TOPN/ST event, a TOPA/CM event shall be created with the greater of the current date or 60 days after the TOPN/ST event and shalldisplay that date in TOP Active date field.

2965.4.4 If any debt element of this liability is already at TOP, any TOPA/CP event shall be deleted after the last TOPA/CM event and display the date the first debt element was sent to TOP. (This means the paralegal/technician must have uncheck the indicator and then rechecked it before sending TOP delete.)

2965.4.5 The liability shall be removed from TOP if TOP Active indicator is unchecked by user. Clear the TOP indicator date.

2965.4.6 If any debt element of this liability is already in TOP, and the paralegal/technician adds a new event, TOPA/CP, with the current date and delete any TOPA/CM event greater than or equal to the current date (future TOPA/CM events shall be deleted, otherwise they will be added to TOP later).

2965.4.7 If no debt element of this liability is in TOP, the latest TOPA/CM events shall be removed. (This means the paralegal/technician user must have checked the indicator and then unchecked it before sending TOP Add.)

2965.5 The paralegal/technician shall be able to notify TOP that the debtor of the liability is/isn't in bankruptcy from Debtor Screen by clicking on/off Bankruptcy indicator.

2965.5.1 Notify TOP that debtor for this liability is in bankruptcy if bankruptcy indicator is checked.

2965.5.2 If any debt element of this liability is already at TOP, a TOPB/RV event shall be created with the current date and display date.

2965.5.3 If no debt element of this liability is in TOP, an error message shall be displayed that the liability is not yet in TOP.

2965.5.4 TOP shall be notified that the debtor for this liability is no longer in bankruptcy if bankruptcy indicator is unchecked.

2965.5.5 If no debt element of this liability is in TOP, then a TOPB/CP event shall be created. If any debt element of this liability is already at TOP, then latest TOPB/RV event shall be deleted. (This means the TOPB/RV must not have been sent to TOP yet.)

2965.6 When running TOP Adjustments/Deletions, TALON shall send the debt element adjustments that have not yet been sent to TOP up to the end date.

2965.7 When running TOP Change, the debt element changes that have not yet been sent to TOP up to the end date shall be sent.

2965.8 TOPA/CM events with future dates shall be allowed on all event screens.

2965.9 TALON shall have a separate error message for adding debts to TOP when 1) TOPA/CM event is not 60 days or more from TOPN/ST event and 2) there is no TOPN/ST event.

2965.9.1 The TOP Add error report shall be modified to display the message '60-days has not elapsed' when there are TOPN/ST and TOPA/CM events but TOPA/CM event is not 60 days or more after the TOPN/ST event.

2965.9.2 TALON shall continue to display message 'Missing TOPN event for notice' when there is no TOPN/ST event.

2965.10 A data range parameter shall be added to the Debts Eligible for TOP report (5p-4), and lists records only with

TOPN/ST event date in this range

2966 Workload Report - Priority.

The existing Workload Reports (sub-menu 5R/4 Workload Specify Sort Order) shall be modified to sort by technician and priority code with the following parameters:

1. A specific technician or ALL technicians.
2. A specific priority code or ALL priority codes.

3016 The application shall remedy the FRM-40831: Truncation Occurred.

Database length of Name_First and Name_Last are 20 characters and 30 characters respectively. Debt Review form field is only 30 characters long. Debt review form shall be modified to accommodate both the first name and the last name in it's entirety. Access to the Update General and Priority Review screens shall be denied to the reviewer and attorney roles (RE, A1, and A2).

3022 Prison Address.

3022.1 The system shall add the Prison Name to the Debtor screen. The debtor's address shall be filled with the Prison address if the Prison Name is selected.

3022.1.1 A new table shall be created in TALON to store the Prison Names and Addresses. The following information will be captured for the Prisons:

Prison Name
Address 1
Address 2
City
State
Zip
Phone

3022.1.2 The new Prison table shall be loaded with all the Prison Names and Addresses.

3022.1.3 The Prison Name shall be added to the debtor's information.

3022.1.4 The Prison Name shall be entered from the Debtor Screen of the Open Record, Add a Debt and Update General, and from the Update Debtor form.

3022.1.5 A List of Values shall be available for the Prison Name on the Debtor screens.

3022.1.6 When a Prison Name is entered for a Debtor, the Prison Address (Address 1, Address 2, City, State, Zip, Phone) shall be entered as the address for the Debtor.

3022.1.7 When the Prison Name is deleted for a Debtor, the paralegal/technician may update the Debtor Address with the debtor's address, another prison, or leave the Debtor Address blank.

3022.1.8 When the Prison Name is entered or changed, the previous address shall be stored in the Additional Contacts with the Description of PA (Previous Address) to allow re-use once the debtor is out of prison.

3 Operational Requirements

3.1 Audit Trail

No new requirements are being contemplated for this release. The existing design of Version 7.1.0 shall remain in effect for the release of 7.2.0. The current Audit Trail solution employed in is as follows:

- The tables which are being audited for activity are Debt, Debtor, Liability, Finance, Event, Declination, Additional Contact and Calendar.
- All changes (inserts, updates and deletes) to the database are captured in an audit table.
- The changes are recorded at the record-level for each table.
- The audit table records the following data: User Identifier, Record #, Date, Time, Type of Change (inserts, updates and deletes).

3.2 Recoverability

No new requirements are being contemplated for this release. The existing design of Version 7.1.0 will remain in effect for the release of 7.2.0. The current Recoverability solution employed in 7.1.0 is as follows:

- The TALON Oracle database resides on two servers. One serves as the primary server to which users connect to access data. The other is a secondary, or backup, server which is located off-site.
- All changes (inserts, updates and deletes) to the database are captured in the online "redo" logs. These logs are archived by the database. The archived logs are transmitted to the secondary server on a periodic basis which is determined by the size of the log in bytes.
- The secondary server automatically applies the archived logs to the database in order to remain in sync with the primary database.
- In the event the primary server becomes unstable or shuts down, user access is re-routed to the secondary server.
- Mean-Time-To-Recovery (MTTR) is established at one (1) hour. Guaranteed recovery (except in the event of a disaster) is established at four (4) hours.

3.3 System Availability

No new requirements are being contemplated for this release. The existing design of Version 7.1.0 will remain in effect for the release of 7.2.0. The current System Availability solution employed in 7.1.0 is as follows:

- System availability will be established at 24 hours per day for Monday thru Saturday and 20 hours for Sunday.
- "Hot" backups will be made on the database Monday through Saturday and will not require system downtime.
- A closed database backup of the primary server will be made during the hours of 12:00 AM and 4:00 AM (Eastern Standard Time) each Sunday morning.